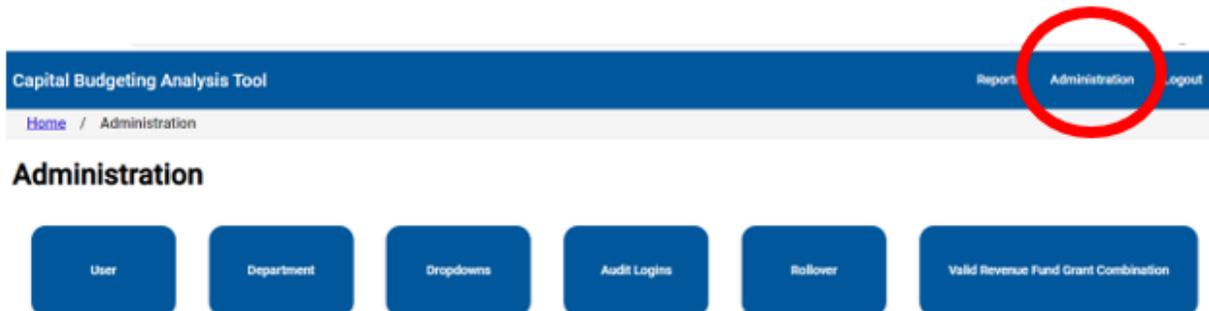


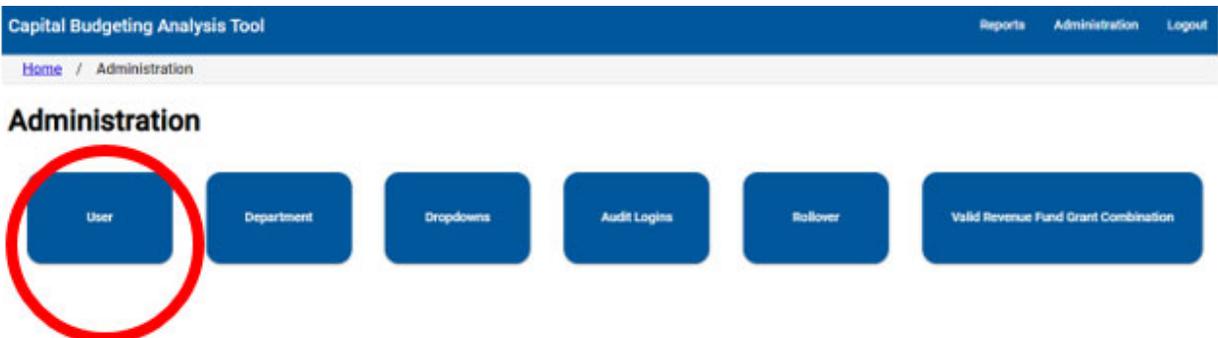
CBAT Job Aide (3)

How to provide USERS with "Write" access in the CBAT system

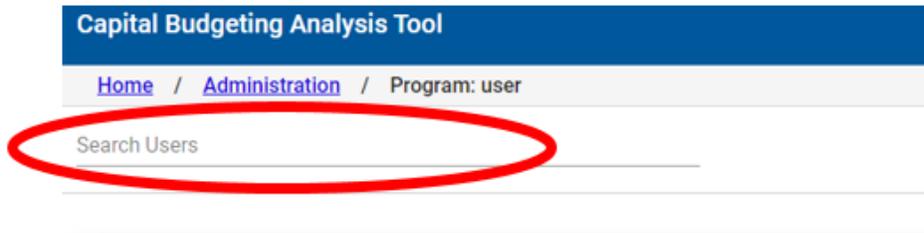
1. Only those individuals with administrative rights will be able to change a USER's profile in the CBAT system
2. To update a USER's profile and/or change a user's access privilege in the CBAT system, the CBAT Administrative Team will need to select the "Administration" icon in the upper right hand of the CBAT system



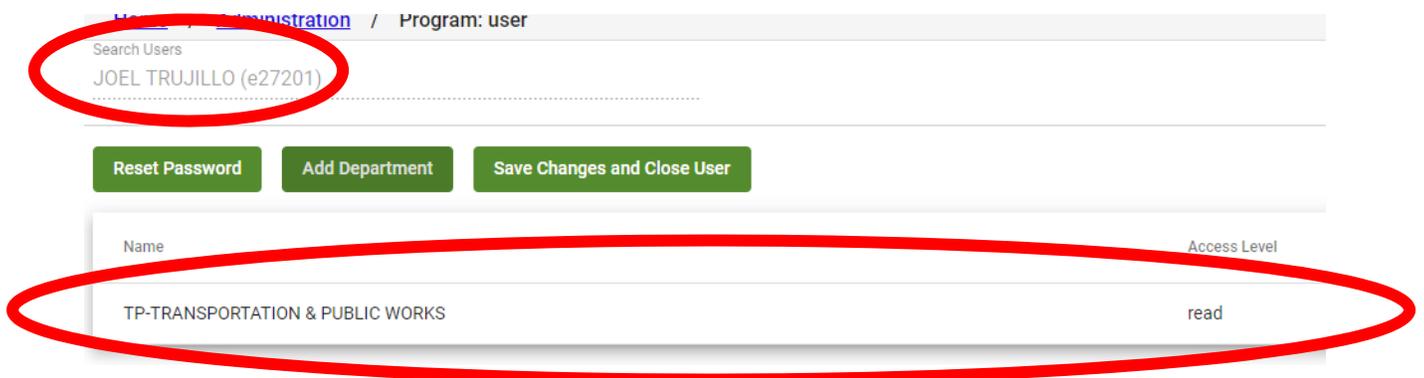
- 3 Next, select the "USER" icon



- 4 Next, type in the USER's full name or ekey number on the "Search Users" line



- 5 Once the USER's name and/or ekey # has been typed in on the "Search Users" line, the CBAT system will provide a list of departments the USER has been given access privilege to



- 6 Next, click on the department name you wish to change the USER's access privilege to and a selection of icons will appear**

The screenshot shows the 'Capital Budgeting Analysis Tool' interface. At the top, there is a blue header with the title. Below it, a breadcrumb trail reads 'Home / Administration / Program: user'. A search bar contains 'JOEL TRUJILLO (e27201)'. Below the search bar, a row of five green buttons is highlighted with a red oval: 'Reset Password', 'Add Department', 'Remove Department', 'Set Write', and 'Save Changes and Close User'. Below this, a table lists departments. The first row is highlighted with a red oval: 'TP-TRANSPORTATION & PUBLIC WORKS' with an 'Access Level' of 'read'.

Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	read

- 7 To change a USER's access from "Read" to "Write", simply select the "Set Write" icon and the USER's access privilege will be set to "Write" allowing the USER to make changes in the CBAT system for that department**

This screenshot is similar to the previous one, but the 'Set Write' button in the row of green buttons is highlighted with a red oval. The table below still shows the 'TP-TRANSPORTATION & PUBLIC WORKS' department with an 'Access Level' of 'read'.

Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	read

- 8 Then select "Save Changes and Close User" when finished to complete the process**

This screenshot shows the 'Save Changes and Close User' button in the row of green buttons highlighted with a red oval. In the table below, the 'Access Level' for 'TP-TRANSPORTATION & PUBLIC WORKS' has changed from 'read' to 'write', which is also highlighted with a red oval.

Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	write